

TRAVEL INSTRUCTIONS

DISCLAIMER: ALL APPLICANTS ARE SUBJECT TO THE FORFEITURE TO ANY POTENTIAL REIMBURSEMENTS IF TRAVEL-RELATED PURCHASES ARE MADE PRIOR TO RECEIVING OFFICIAL APPROVAL FOR THEIR TRAVEL REQUEST.

TRAVEL REQUESTS WITHIN THE CONTINENTAL USA MUST BE SUBMITTED AT LEAST 30 DAYS PRIOR TO DEPARTURE. TRAVEL REQUESTS OUTSIDE THE CONTINENTAL USA MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO DEPARTURE.

PROCEDURE FOR FIRST TIME TRAVEL

1. Obtain the required forms online for travel:

(a) Vendor Setup Forms:

<http://www.uh.edu/vendor/>

(b) Graduate Student Travel Form:

<http://www.uh.edu/pharmacy/current-students/graduate-students-overview/pharmacology-and-pharmaceutics/policies-and-procedures/>

2. Review both forms. Then submit the completed forms and all necessary documentation to the administrative staff person assigned to your mentor.

3. The administrative staff person will submit your forms for approval. Upon receiving approval, they will notify you to begin the Concur setup process.

4. You must set up Concur in order to proceed in the travel process. Follow the Concur setup instructions found at:

http://www.uh.edu/finance/pages/AP_Travel.htm#concur

Getting Started in Concur

- [Steps for New Users](#)
- [How to Set E-mail Notifications](#)
- [How to Select Delegates to Prepare your Documents](#)

4. The administrative staff person will enter the information into Concur to create a Travel Request, and this will circulate online for approvals (be aware that if problems arise, you need time to deal with them).

5. Travel.

6. After you return, fill out and submit to the administrative staff person the Student Travel Expense Manager Form, along with the required documentation. **ANY AND ALL RECEIPTS FOR THE PURPOSE OF REIMBURSEMENT MUST BE SUBMITTED WITHIN 30 DAYS UPON RETURN OR REIMBURSEMENTS WILL NOT BE ISSUED.**

PROCEDURE FOR SUBSEQUENT TRAVEL

1. Obtain the required forms online for travel:

(a) Graduate Student Travel Form:

<http://www.uh.edu/pharmacy/current-students/graduate-students-overview/pharmacology-and-pharmaceutics/policies-and-procedures/>

Review both forms. Then submit the completed form and all necessary documentation to the administrative staff person assigned to your mentor.

2. The administrative staff person will enter the information into Concur to create a Travel Request, and this will circulate online for approvals (be aware that if problems arise, you need time to deal with them).
3. Travel.
4. After you return, fill out and submit to the administrative staff person the Student Travel Expense Manager Form, along with the required documentation. **ANY AND ALL RECEIPTS FOR THE PURPOSE OF REIMBURSEMENT MUST BE SUBMITTED WITHIN 30 DAYS UPON RETURN OR REIMBURSEMENTS WILL NOT BE ISSUED.**